



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460

JUL 6 2017

OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

Serena McIlwain, Assistant Regional Administrator  
Management and Technical Services Division  
Region 9  
Environmental Protection Agency  
San Francisco, CA

Dear Ms. McIlwain:

Senior management has approved your reassignment to the SES position of Assistant Regional Administrator for Environmental Management, ES-0340-00. This position is located in Region 9. The official duty station for this position is San Francisco, CA. The Personnel Security office released the required personnel documents back to the Executive Resources Division, Office of Human Resources on July 5, 2017. ERD can now move forward with processing this action.

The law establishing the SES requires that you receive written notice 15 calendar days in advance of any reassignment. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This letter is your written notice of your reassignment.

Please indicate your preference and sign the enclosed acknowledgment. If you wish to waive the 15 calendar day notice period, we can make your reassignment effective July 9, 2017. If you have any questions about this action, please contact Howard Barnett at (202) 564-0394.

Sincerely,

A handwritten signature in black ink, appearing to read "Hitch Peabody", is written over the word "Sincerely,".

Hitch Peabody, Acting Director  
Executive Resources Division

Attachment:  
Acknowledgement of Reassignment


## ACKNOWLEDGMENT OF SES REASSIGNMENT

This is to acknowledge receipt of this letter informing me of my reassignment to the SES position of Assistant Regional Administrator for Environmental Management, located in Region 9 with an official duty station of San Francisco, CA.

I wish to:

\_\_\_\_\_ wait the full 15 calendar day notice period prior to this reassignment. (please check block)

I wish to:

  
\_\_\_\_\_ waive the 15 calendar day notice period and have the reassignment effective July 9, 2017. (please check block)

Signature:



Date:

7.6.17  
\_\_\_\_\_

Please fax a signed copy to Howard Barnett at (202) 564-9612.